

Correct as at 5th June 2026. It may be superseded at any time.

Extract taken from: In-service certification (WoF and CoF) > Introduction > Inspection and certification process > Recording the inspection outcome ('determination')

3-7 Recording the inspection outcome ('determination')

Applicable legislation:

[Land Transport Rule: Vehicle Standards Compliance 2002](#), section 7.6

1. The inspection outcome is recorded in either the Vehicle Inspection and Certification (VIC) or LATIS system.
2. The inspection details must be entered into the system before the vehicle leaves the inspecting organisation's premises or on the day of inspection (whichever comes first). This ensures that:
 - a) the vehicle can be relicensed by the vehicle owner
 - b) the correct inspection frequency can be ascertained
 - c) any restrictions placed on the vehicle are identified before issuing a WoF or CoF, such as a ban flag or a pink or green sticker
 - d) any vehicle issued with a 28 day conditional permit must have the fail determination entered into LATIS first, then the 28 day permit must be entered with the fault codes and any conditions imposed. Refer to sections 7.9 and 7.10a.
3. Inspection details entered into the system must be accurate at the time the vehicle was inspected. This includes updating the odometer and hubodometer readings when a vehicle is re-presented for inspection.
4. For vehicles required to operate under a TSL, vehicle inspectors must also collect and record in the system the TSL number for both passed and failed inspections, and when issuing temporary permits.

3.7.1 Vehicle Inspection and Certification (VIC)

1. When an inspection has been carried out, whether the result is a pass or fail, the inspection details must be entered into the VIC system.

There are NZTA guides for inspecting organisations that show how to use VIC.

[Guide: VIC - Record WoF outcome](#)

2. Where the inspecting organisation wishes to issue WoFs but is unable to obtain the necessary authorisation numbers from VIC, several options are available:
 - a) The NZTA computer system is not working: the vehicle inspector or inspecting organisation must use the checksheet number as the system authorisation number. The OFF-LINE box on the reverse side of the WoF label must be ticked.
 - b) The inspecting organisation's computer terminal is not working: the inspecting organisation must contact the NZTA Help Desk (0800 804 580) who may grant permission for the inspecting organisation to continue to issue offline WoFs.
 - c) VIC goes down during WoF entry: the vehicle inspector needs to ask the customer if they intend to relicense the vehicle in the next 24 hours. If NO, the WoF details should be keyed in as soon as possible. If YES, the vehicle inspector must email a copy of the checksheet directly to the Transport Agency (email inspections@nzta.govt.nz) with a covering note of explanation. When the system is working again they must check to see if the WoF information is in the

system. If not, the vehicle inspector must key the WoF in themselves to minimise any inconvenience to the customer. If it is, they must make a record of the system authorisation number, to cross reference on their copy of the checksheet.

3. To check whether or not a vehicle has a current WoF, search for the vehicle. Here are some scenarios that may occur:

Case 1:

Screen message:

This plate is not attached to a vehicle. If the plate number is incorrect, overtype with the correct plate number and click on the Search button. If the plate number is correct, advise owner that a plate must be attached before a WoF can be issued. This can be done at an NZTA Plate Agent.

The error message means that:

The vehicle is not currently registered (never registered, registration cancelled, or registration lapsed because the licence label has been expired for more than 12 months).

Action:

A WoF must not be issued. The vehicle should be referred to an entry inspecting organisation for entry or re-entry inspection and certification.

Case 2:

Screen message (as at 28/10/2024):

Vehicle details

Plate Number: AHQ136

Year: 2001

Make: Holden

Model: VX Commodore

Body type: Saloon

Previous inspections

Type: WoF

Date: 27/10/2023

Odometer: 120345

Result: Pass

System authorisation number: 2863

Expiry date: 28/10/2024

The screen message means that:

The vehicle is currently registered, licenced and has a current WoF.

Action:

A new WoF may be issued, or, if necessary, a duplicate WoF may be issued.

Case 3:**Screen message:**

This vehicle does not have a current WoF.

The error message means that:

The vehicle has a registration plate attached, but the licence label has been expired for less than 12 months, and the WoF has expired.

Action:

A WoF may be issued.

Case 4:**Screen message:**

Plate (XXXX) is a trade plate.

The error message means that:

The vehicle is unregistered and presented for inspection operating on trade plates.

Action:

The vehicle must match the description on either:

- form 4085 or MR2A, or
- the expired licence label.

4. The WoF expiry date is automatically calculated as specified in [clause 3.8.1](#)

3.7.2 LATIS

The procedures for keying inspections into LATIS are given in the [LATIS users' manual](#).

Page amended **1 October 2023** (see [amendment details](#))

Page updated 1 April 2025 (see [details](#))